

## Woodburn 5<sup>th</sup> Street Improvements Project

### Citizen Advisory Committee

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**Charge Statement:** Provide feedback and input to project designers and City staff to help formulate staff's recommendation to the City Council regarding the feasibility of this project and an acceptable design solution, should the project move forward to final design and construction.

#### Group Guidelines:

- **Come to every meeting**  
The group has a short time together and needs to make the most of every meeting. Using meeting time to bring members back up to speed after an absence will waste valuable time.
- **Listen until the speaker finishes\***  
This guideline will help us remain respectful of each other.
- **Focus on the agenda**  
Our time together is short, we will need everyone's help addressing each meeting's objectives.
- **Participate in the spirit of dialogue and negotiation**  
The meeting room is not a battlefield, we want to identify ways to work together, and find a middle ground if we can, or at least understand each other's point of view.
- **Bring concerns to the table so we can find a solution together**  
We can't fix what we don't know about. If you talk about an issue out in the community, but don't bring it to the group, we lose the opportunity to find a solution together.
- **Speak from your own experience**  
We can only speak about what we know. We can't address issues that no one at the table understands or has the power to change. You can still speak from your experience if you represent a group of people—say, "I have seen... or I have heard that... or I have been told ..."
- **Turn off your ringer; don't answer the phone at the table**  
I don't think this requires explanation. Phones can be disruptive—it is a good reminder.

\*The facilitator has permission to break this rule when necessary.

**Decision-making:** This committee is not a decision-making body. When it becomes important to see where individual members are on a particular topic, the group's opinions will be assessed using a set of colored cards. This tool will help identify different perspectives to discuss and record. "Majority rules" will never be used to take a group position on a topic, because every perspective at the table is important.